

BLANCO COUNTY SOUTH LIBRARY DISTRICT
Programs and Outreach Coordinator

Job Description

2025

Hours: 15-25/week
Salary range: \$20/hr

Description:

This position works to expand the library's programs through research, planning, and presentation. This position also promotes library services in the community through outreach outside of the library by attending various community events and building community relationships. This position is overseen by the Library Director and Deputy Library Director.

Schedule:

This position will require some evening and weekend hours as needed.

Essential Functions:

Programs

- Works with the Library Director to create and maintain a Program Schedule.
- Research, plan, and presents adult and youth programs based on community needs and interests.
 - These programs may include, but are not limited to: monthly clubs, after-hours activities, holiday/seasonal events, tech classes, and passive programs.
- Assists Library Director and/or Deputy Library Director with their programs upon request.
- Develops and manages budgets for own programs and community events participation.
- Recruits and trains volunteers to assist with programs as needed.
- Evaluates library programs for their educational and recreational value and effectiveness.

Community Relations

The majority of the following may be in conjunction with the Library Director and/or Deputy Library Director.

- Develop working relationships with local organizations and individuals in communities to develop and maintain partnerships. Examples include, but not limited to: the schools, Chamber of Commerce, the Gem of the Hills, the Lions Club, and other Library support organizations.
- Promotes library programs, services, and resources as a Library representative by visiting local groups, organizations, and events. Organizes volunteers to assist as necessary.
- Develop a working relationship with Library staff and volunteers.
- Assist with fundraiser events as requested and assist in acknowledging donations and gifts in writing.
- Other duties as assigned.

Marketing Duties

- Works with Marketing Coordinator to promote programs and outreach events.
The Marketing Coordinator designs the following promotions:
 - Paper materials such as brochures, bookmarks, posters/fliers, etc.
 - Digital materials for Library website, electronic sign(s), and social media.
 - Electronic newsletter
 - Newspaper articles
 - Merchandise

Grants & Funding

There are line items in the budget the cover marketing and programs, but specialized grants may be pursued to supplement necessary funds.

- Identify grants and funding opportunities that support programming and outreach goals.
- Applies for, or assists other staff members in applying for identified, grants and funding.
- Maintains recordkeeping, preparation, and submission of grant-required reports.

Skills and Abilities

Skills

- Computer design skills utilizing Word, Publisher, Canva, or similar programs.
- Familiar with posting and marketing on social media.
- Experience with website management is preferred.
- Comfortable with learning new software skills.
- Excellent organizational skills.

Abilities

- Ability to perform essential functions of the job with minimum supervision.
- Ability to set priorities and coordinate multiple projects simultaneously.
- Ability to communicate effectively verbally, in writing, and by listening.
- Ability to work well with adults and children.
- Ability to work well with staff and volunteers.
- Ability to present with a professional demeanor and positive attitude.
- Bilingual is preferred.

Education or Formal Training

- High school or GED
- College degree preferred

Job Qualifications

- Experience in planning and presenting programs.
- Experience in libraries or equivalent field desired

- A background check is required.
- Valid Texas driver's license and access to reliable transportation.
- Review and support the American Library Association's Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement.

Physical Activities

- The employee is often required to sit and use a keyboard and mouse.
- The employee is required to stand, walk, and reach with arms and hands, bend or stretch, climb or balance, and to stoop or kneel in order to locate and obtain information, materials, or equipment of a wide variety of sizes and shapes throughout the library, up to 40 pounds.
- Work includes some physically challenging work such as moving furniture or boxes around the facility.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the Blanco County South Library District and the employee and is subject to change as the needs of the BCSLD, and the requirements of the position, change.

As an Equal Opportunity Employer, the Blanco County South Library District does not discriminate on the basis of race, color, religion, gender, national origin, disability, pregnancy, sexual orientation, political party, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

Board approved 2024